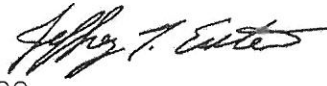




GENERAL ORDER		NUMBER 103.04	
SUBJECT MEDICAL RECORDS		NUMBER OF PAGES 3	
DATE OF APPROVAL	DATE OF ISSUE	EFFECTIVE DATE	REVIEW DATE Annual
DISTRIBUTION	AMENDS	THIS ORDER CANCELS 103.04 APPROVED 5/23/2018	
ISSUED BY: Sheriff Jeffrey T. Easter			
REVIEWED BY: Detention Policy Review Committee			

**PURPOSE:** To provide for written and computerized medical records on each inmate who has received medical treatment while incarcerated in the Sedgwick County Detention Facility and the storage of medical files.

I. General Provisions

- A. The contracted medical provider will maintain all inmate medical records which pertain to:
1. Any medical treatment rendered to the inmates by the medical staff.
  2. Any medical treatment rendered to the inmates by outside physicians, hospitals, and mental health professionals.
  3. Special medical/handling instructions.
- B. Documentation will be maintained consistent with recognized medical standards of record keeping.
- C. All inmate medical records will be updated by the medical staff prior to filing.
- D. All inmate medical records are confidential and will not be viewed by anyone other than the contracted medical provider without a signed release of information ("ROI") from the inmate in question or a court order signed by a judge.
- 1) The aforementioned pertains to all entities to include law enforcement, not

to exclude the Sedgwick County Sheriff's Office.

- a) Sedgwick County Sheriff's Office, population control, and detention clerical staff shall have access to the electronic management records system, as necessary in the performance of their duties. Use of the system is for essential job functions only. Any other usage is strictly prohibited.
  - 2) Use and viewing of inmate medical information is strictly limited to what is requested in the ROI or court order.
- E. Only designated detention administrative staff or a medical staff employee will copy the records in question. Each page copied will be marked with a "Confidential Medical Records" stamp. No inmate medical records will be copied or released to anyone without a signed ROI from the inmate in question, or a court order signed by a judge.
- F. During normal business hours, the clinic liaison will coordinate with all persons who inquire about an inmate's health. The clinic liaison or designee, in the company of detention staff, will tell the inmate the name of the person inquiring about their health and the inmate can then decide if the information should be released. If the inmate agrees to release their medical information, the inmate will fill out an "Authorization for the Release or Disclosure of Health or Medical Information of Inmate" form. The completed form will be placed in the inmate's medical records. Outside of normal business hours, the watch commander will perform the above duties, if the medical situation is urgent.
- G. In the event of an inmate death, the watch commander, in coordination with clinic staff, will produce three copies of the medical file for distribution.
- 1) One copy for Sheriff's Office Investigations, one copy for Detention Administration, and one copy for the Kansas Bureau of Information (KBI).
    - a) Any copies not obtained by the aforementioned will be destroyed.
- II. Medical File Storage Procedures
- A. Medical files will be maintained for the current year plus the previous six years. The current year will be maintained in the clinic; the previous six years will be stored in a secure environment as directed by the Sheriff.
1. Paper medical files will be maintained in accordance with Kansas Retention Guideline schedules. Paper files will be alphabetized then boxed by year with the box marked in the following manner:

- a. Year – 05, 06, etc.;
  - b. First three letters of names contained such as aab – ada;
  - c. The boxes will then be separated in groups from a-c, d-e, f-g, etc.
- B. Electronic medical records will be available to the clinic liaison via the electric record keeping management application.